

# **\*\*\*THIS IS A REPOST\*\*\***

## **Casual/Seasonal JOB OPENING DELAWARE DEPARTMENT OF JUSTICE**

**Opening Date: March 20, 2018**

**Closing Date: March 29, 2018**

***This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.***

### **HUMAN RESOURCES ASSISTANT Executive Offices, Human Resources Unit, New Castle County**

#### **Job Responsibilities and Duties:**

This is an integral Human Resources position in the Delaware Department of Justice (“DOJ”) with work responsibilities in the specific arena of Human Resources such as Payroll, Healthcare Benefits and Pension. This Human Resources Assistant would assist other staff in the Human Resources Unit by entering data into the State Payroll Human Resources Statewide Technology (“PHRST”), filing, typing, and other administrative duties as needed. This position will work independently and as part of the Human Resources Unit team having contact with all employees and other state agency Human Resources staff, through various methods of communication, primarily for the purpose of assisting/educating employees and identifying/resolving problems, needs, and complaints.

#### **Minimum Qualifications:**

Strong interpersonal, written and verbal communication skills. Knowledge and/or experience in working in the human resources arena. Ability to identify, analyze, and answer to inquiries/problems/needs/issues from employees, supervisors, and then resolving problems/needs.

#### **Desired Qualifications:**

Prior working knowledge of the State Payroll Human Resources Statewide Technology (“PHRST”).

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):  
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.